








FAS Checklist for Planning the FEHB Open Season





May - June

	Air Force, Navy, Army Headquarters' points of contact (POC) and POC's for 4th Estate direct distribution sites should analyze serviced strength for information on overall population, visually impaired, TCC brochures needed, etc. If your agency would like to purchase additional copies of the FEHB Guides RI 70-1 or RI 70-8, you may do so by submitting a Military Intergovernmental Purchase Request (MIPR). For information on purchasing additional copies, please contact Pamela Sargent, FAS.
	Determine supplies on hand, SF 2809's, notebook binders for plans, etc. You must order the SF 2809 from General Services Administration (GSA) supply centers or GSA Customer Service Centers. Contact your purchasing or acquisition office for your agency procedures. <i>Suggestion: Since the TSP open season is right around the corner, "Do you need a supply of TSP-1s and TSP-3s?"</i> This will <u>not</u> apply to agencies that are using automated systems.
	Contact major serviced organizations for a point of contact to serve as the FEHB liaison.






July - August

	Contact all FEHB carriers servicing your area to get a name, address, and phone/fax numbers for the carriers. At this time you can survey interest in participating in a health fair and their requirements.
	Determine how you will publicize the open season--personal letter, posters, newspaper articles, etc. Gather materials from previous open seasons to determine what worked and what did not.
	Make a decision on having a health fair. Where will it be? Dates (mid-November)? Parking? Security? Make necessary reservations. Send out invitations to carriers servicing areas for your employees to participate as well as other "health experts" for the fair. Ensure that you provide a date to respond.
	Order cassette tapes directly from the open fee-for-service plans. Information for ordering can be found in OPM's FEHB Open Season Benefits Administration Letter (BAL), "Ordering and Distribution of Material."

September - October

	If applicable, prepare letter or news bulletins directed to employees for distribution and have it approved by your appropriate chain of command.
	Send out publicity to area media, organizations, etc., on open season and health fair.
	Have meetings with liaisons and personnel staff to go over the open season procedures, reviewing what will be required, how it will work step by step, who will be responsible for what, etc.
	Request prepaid plan brochures directly from the area HMOs. Instructions and information on ordering can be found in OPM's FEHB Open Season BAL, "Carrier Contacts."

November

	If applicable, mail letters/news bulletins to employees about the health fair and general open season information.
	Receive materials for open season, i.e., previously ordered forms, health carrier brochures (HMO). Keep a record of shipments received (how many).
	Process SF 2809s daily, being sure to log each one received. If your agency does not use the automated system to transmit the new and old carrier copies, then your agency must mail copies of SF 2809 to the new carrier and the old carrier. Ensure the employee copy is mailed to the employee. You may want to have a memo reminder stapled at the top that states, "Your election during FEHB open season will be effective _____. You may use this copy until your health card is received, to receive health care after the effective date." This will <u>not</u> apply to agencies that are using automated systems.
	Review the changes processed during the open season to ensure that employees affected by Public Law 106-394 have not made unauthorized enrollment elections. Public Law 106-394, the "Federal Employees Health Benefits Children's Equity Act of 2002," requires agencies to ensure that employees who are required to do so by a court or administrative order provide health benefits coverage for their children.
	File the SF 2809s in the employees' OPFs.

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